



ASD Service Beacon

A regular publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

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bea-con (bē-kən) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

ASD 1997 Accomplishments

by Glen Durst

Telephone: 202-720-3551

In 1997, I became the Director of the Administrative Services Division (ASD) following the retirement of O.V. Cummings. This has been a very busy and productive year. Officials outside of the Division have recognized over 50% of ASD employees. They have participated in activities that have resulted in improved service delivery. I have reviewed our accomplishments for the year and would like to share several that best exemplify our commitment and innovation:

- Coordinated efforts to bring FSIS into compliance with the OSHA Lockout/Tagout Standard.
- Managed the design and renovation for the expansion of the sample receiving room at the Eastern Laboratory in Athens, GA.
- Coordinated the design and implementation of the Velcro-type closure system for the sample shipping containers.
- Consolidated Agency supply functions in Washington, DC resulting in reduced cost and improved service.
- Consolidated and relocated over 650 headquarters employees to

accommodate the FSIS reorganization.

- Expanded use of the Government Purchase Card and 3rd Party Draft System resulting in substantial administrative cost savings.
- Provided records management assistance to the field resulting in the transfer or destruction of non-essential files.
- Issued a revised FSIS Directive on the Agency issuance system.
- Participated in the development of a new, unified, multidisciplinary laboratory sample request form.
- Initiated the development and publication of the new Administrative Services Division newsletter (*ASD Service Beacon*).

As we conclude 1997, I would like to wish each and every one of you a happy holiday season and the very best wishes for a successful 1998.

In addition, I am pleased to announce the selection of Ms. Ramona Swann as the Chief of the Procurement and Property Branch. Ramona comes to use from the Department of Transportation (DOT), where she was one of three contracting officers assigned to administer DOT's \$1.3 billion Information Technology Omnibus Procurement contract. Ramona also brings with her a wide array of experience in logistical support, real and personal property management,

and many other areas associated with the Procurement and Property Branch.

I look forward to working with Ramona in her new assignment and welcome her to the ASD management team.

OCCUPATIONAL SAFETY AND HEALTH

Circuit Safety Committees

by Carol Leonard

Telephone: 515-284-6338

Circuit Safety Committees perform advisory functions and are an integral part of the FSIS Occupational Safety and Health Program. Committee membership is described in the Regional Agreements. New Committee members should receive the Circuit Safety and Occupational Health Committee training from either the Circuit Supervisor or Committee Chairperson.

Activities to be performed by these committees are found on page 18 of FSIS Directive 4791.1, REVISION 1, dated June 16, 1996: Basic Occupational Safety and Health Program. The Field Safety and Health Specialists are available to assist committee members in preparing for safety meetings by providing information and videos on a wide range of safety topics.

Reports of committee meetings should be recorded on FSIS Form 4791-2 and posted on the bulletin board in each headquarters establishment covered by the committee. Copies of this form should also be sent to the Circuit Supervisor, District Office, and Field Safety and Health Specialist having safety responsibility for the District. FSIS Form 4791-2 can be obtained from the Landover Service Center.

Cut Resistant Gloves

by Tom Wright

Telephone: 202-720-3845

Q: Why is FSIS providing a lightweight glove to prevent knife cuts when heavier gloves are available and would provide more protection?

A: We have received questions as to why the Agency is providing a lightweight cut resistant glove that is to be worn on the non-knife hand, as this glove was designed for the knife hand. It was also questioned that since most knife cuts occur on the non-knife hand, the non-knife hand glove should be of heavier weight. However, in earlier trial applications of gloves conducted by FSIS, heavier gloves were not satisfactory. When wearing the gloves, inspectors lost the sense of touch. In discussions with the glove manufacturer, we explained that our employees are not butchering livestock. In other words, our employees are not using the force that a typical packinghouse worker must apply. For our situation, the manufacturer recommended the glove ultimately selected by FSIS. This glove is light enough to permit inspectors to perform their tasks and provides more protection than not wearing a glove.

Posting of Occupational Safety and Health Information/Forms

The following forms/items should be displayed or maintained in a conspicuous place the workplace, as applicable:

- AD-1010, Occupational Safety and Health Program for USDA Employees (Poster)
- Form CA-10, What an Employee Should Do When Injured at Work (Poster)
- ATTACHMENT 1 of FSIS Directive 4791.5, Hazard Communication Program
- FSIS Form 4792-1, In Case of Emergency (Telephone numbers)
- FSIS Form 4791-2, FSIS Safety Report (FO Safety Committee Minutes)
- FSIS Form 4792-20, Record of Noise Exposures
- FSIS Form 4791-21, FSIS Occupant Emergency Plan and floor plan, map, or schematic showing exits and exit routes, (or equivalent)
- FSIS Form 4791-22, Notice of Unsafe or Unhealthful Working Conditions
- FSIS Form 4791-23, Safety and Health Inspection Checklist – Office Facilities
- FSIS Form 4791-24, Safety and Health Inspection Checklist – Plant Facilities
- FSIS Form 4791-17, Log of Federal Occupational Injuries and Illnesses (Totals must be posted within 45 days of the close of the fiscal year and remain posted for 30 consecutive days)
- FSIS Directive 4791.3, Use of Formaldehyde in Laboratory Samples (if formaldehyde is used to ship samples)
- Lockout/Tagout floorplan or schematic

1997 Multi-District Safety Poster Contest

by Harry E. Springfield Jr.

Telephone: 215-597-1123

FSIS recently issued FSIS Directive 4791.11, REVISION 1, Lockout/Tagout Safety Procedures, dated 6/2/97, which details the Agency's plan for implementing Lockout/Tagout Safety Procedures. In conjunction with this, the Multi-District Safety and Health Committee (Albany, Boston,

Greenbelt, and Philadelphia Districts) announces that the theme for this year's Safety Poster Contest will be:

Lockout/Tagout Safety Procedures

Remember, only black and white posters, completely hand-drawn and submitted by the entrant are acceptable on 8½" x 11" plain paper. All posters should be submitted by close of business January 30, 1998. Entries are limited to one submittal per employee, and entrants must be an employee of the Albany, Boston, Greenbelt or Philadelphia Districts, Field Operations, Food Safety Inspection Service.

Send your poster to:

Harry E. Springfield Jr.
Field Safety and Health Specialist
USDA, FSIS, ASD, EHSB
Mellon Independence Center
701 Market Street, 2-B South
Philadelphia, PA 19106-1516
Telephone: 215-597-1123

Keep in mind that last year's winners received spot awards for their efforts. Think **Lockout/Tagout Safety Procedures** and send in your poster today, and remember, **don't learn about safety by accident.**

PROCUREMENT

I.M.P.A.C. Purchase Card

by Janet Elm

Telephone: 202-720-9891

The I.M.P.A.C. Purchase Card Program continues to grow. To date, we have 118 purchase cardholders. For the month of September, there were 577 transactions totaling \$238,052.37. The I.M.P.A.C. purchase card allows you to make purchases in minutes as compared to the standard purchase order system that can take several days. Did you know that every time you

use your I.M.P.A.C. purchase card, FSIS gets a rebate?

There is now a Tax Exempt number that can be used exclusively for the I.M.P.A.C. purchase card. The number is 47-1600000.

If your office has moved, please notify us of your new address so we can make the necessary changes to your account.

Please reconcile your statement as soon as it is received and forward within one week to our office. Remember to write the description and accounting code beneath each transaction. Some supervisors have been signing as the "Approving Official." This space is reserved for the official Agency approving official, who is currently Ramona Swann (see the Director's Corner article). Receipts should **not** be attached to your statement. They should be retained with your copy of the statement. Statements must be retained for 3 years.

If you have any questions concerning the purchase card, please call us.

DIRECTIVES

Directive on Directives!

by Mary M. Wissman
Telephone: 202-720-8287

Recently, all offices were mailed a copy of the revised directive on directives--FSIS Directive 2610.1 REVISION 4, FSIS Issuance System, dated 10/30/97. It describes the Agency's system for providing written instructions (issuances) to **employees**; instructs users on the distribution, filing, and maintenance of issuances; and provides procedures for preparing, clearing and publishing issuances.

The revised directive includes changes in the system as a result of the reorganization. Principal changes include:

- **Revised Signature Authorities.** The Deputy Administrator, Office of Management, signs administrative issuances. The Deputy Administrator, Office of Policy, Program Development and Evaluation (OPPDE), signs inspection-related issuances.
- **Centralized Issuance of Inspection-Related Instructions.** The Regulations Development and Analysis Division, OPPDE, is the office of primary interest on inspection-related issuances.

Directives and notices provide official instructions to **employees** for implementing policy and procedure; while newsletters, such as *the ASD Service Beacon*, provide noteworthy information to employees. NOTE: Directives and notices are **not** vehicles for communicating with official establishments or other regulated industry members.

SUPPLIES

Returning to Normal at Landover

by Pete Bridgeman
Telephone: 202-720-5743

October and November were extremely busy months with incoming orders. The normal turn-around time for orders at Landover is 4 days for routine orders (from the time that the order arrives in Landover to the time that it is shipped out of the warehouse), and 2 days for rush orders. Counting the time it takes for an order to get to Landover in the mail and the shipping time coming back to the customer (3 - 11 working days, depending on the location), the normal time from when you send the order out until you get your supplies back should be between 3 and 4 weeks. However, during the months of October and November, these times were not being met consistently, particularly for office-type supplies (orange section of catalog). This was due to the

overwhelming volume of incoming orders during these months. There were a number of items that everyone needed all at the same time, such as the new travel vouchers, new government locks, and 1998 calendars, and Landover suffered some unexpected shortages in personnel. As a result, it took orders a lot longer than normal to get turned around at Landover. Things are beginning to stabilize now, and they are starting to get caught up. We apologize for any delays you may have experienced in getting your supplies and forms during this period. You should begin to see the normal turn-around times again for orders sent in during December and January. Thank you for your patience as we continue to develop the supply system into a more efficient, user-friendly operation. As always, we welcome your comments and suggestions on how we can improve the system to best meet your needs.

FSIS 4735-4, "Reporting Form For Assault, Threats of Assault, Intimidation, or Interference", Now Available At Landover

Inspection personnel should have recently received the new FSIS Directive 4735.4, "Reporting Assault, Threats, Intimidation, or Interference," along with a copy of the new FSIS Form 4735-4. The directive establishes a process for employees and supervisors to follow in reporting such incidents and attempting resolution. FSIS Form 4735-4 is to be used to record the incident and resolution efforts. The form will also serve as input into a central tracking system, from which responsiveness, timeliness, trends, and frequency can be monitored.

In addition to the copies sent with the directive, this form is also now stocked at the Landover Service Center and is available for ordering through normal procedures. The unit of issue for the FSIS 4735-4 is "EA" (each).

Questions concerning the directive or the form can be addressed to:

USDA, FSIS, OM
Internal Control Staff,
Room 4338 South
1400 Independence Ave SW,
Washington, DC 20250
Telephone: 202-720-5959

Latex Disposable Gloves - New Size

Due to popular demand, we have added an extra large size latex disposable glove, FSIS-07-XL, and they are now available for ordering.

Freezer Coats

We were temporarily out of stock on the medium and extra large size freezer coats during part of October and November. These are now in stock, and available for ordering. Any pending orders should have been filled on back-order by the time this edition of the *ASD Service Beacon* goes to print.

New Size

We have added a new size freezer coat, double extra large (FSIS-01-2XL). If you've found the extra large freezer coat to be a tight fit, you may want to try the double extra large size. (See the chart below for determining what size best fits you.) If you find the double extra large size is also tight, call us on the 1-800-714-8335 number so we are aware of the need for a larger size.

How Do I Tell Which Size Freezer Coat to Order?

We have had a number of questions related to freezer coat size, so here's a chart to help you determine what size to order. If your size is on the borderline, choose the larger size. For maximum warmth,

insulated garments should fit loosely.

Item No.	Chest	Waist	Weight
FSIS-01-SM	30-32	26	<115
FSIS-01-MD	34-36	28-30	115-145
FSIS-01-LG	42-44	36-38	175-195
FSIS-01-XL	46-48	40-42	200-225

Freezer Vests

We have also added freezer vests to our inventory. These are of similar construction to the freezer coats, but are sleeveless, only cover to the waist in the front and to the top of the thigh in the back. There are 2 side pockets (not as deep as the freezer coats), but no breast pocket. The item numbers for these are as follows:

FSIS-01SM-VEST	Small Freezer Vest
FSIS-01MED-VEST	Medium Freezer Vest
FSIS-01LG-VEST	Large Freezer Vest
FSIS-01XL-VEST	Extra Large Freezer Vest

Reporting Problems

If you experience a problem with an order, such as: you ordered 10 packages of T&A's and only got 1, or the packing list says you got something that was missing, please let us know about it. We can't fix it if we don't know it's broke. Either call us at 1-800-714-8335, HP Desk (Peter Bridgeman's mailbox) or fax us at 202-690-4155 with the problem, and we will make every effort to resolve it. We are here to help.

SIFT Kits, FAST, CAST, STOP, and SOS

These are all now available for ordering from the Midwestern Laboratory, St. Louis, Missouri. The FAST, CAST, STOP and SOS will no longer be available from Personnel Operations Branch in Minneapolis.

Untreated Foam Plugs in Sample Shipping Containers

by Leon Ilnicki, Western Laboratory
Telephone: 510-337-5031

All FSIS pesticide analyses are conducted at the Western Laboratory, in Alameda, CA. The Agency is currently using fire retardant foam plugs in the sample shipping containers. These plugs contain approximately 73,000 parts per million of polybrominated diphenyl ether (PBDPE). The Western Laboratory had reason to believe that PBDPE's in the foam plugs may have contaminated samples producing false positive results in pesticide analyses.

Based on our concerns, new foam plugs will not contain a fire retardant. Our analyses indicate that the new plugs will only contain approximately 19 parts per million of PBDPE, which should not pose a sample contamination problem. The new foam plugs will be phased in as old foam plugs are discarded.

To comment on this newsletter or to submit an article for publication, please e-mail, write, or fax:

Kevin Dressman
Editor, ASD Service Beacon
USDA, FSIS, ASD
Room 2944 South
Washington, DC 20250-3700
Fax: 202-720-7124

UNITS OF ISSUE

There have been a number of changes to the "unit of issue" of various forms that are listed in your Welcome Catalog. Below is a comprehensive list of all units of issue that have changed - we suggest that you insert this list in your welcome catalog and use it for reference when you are placing an order for forms.

FORM NUMBER	DESCRIPTION	UNIT OF ISSUE
AD-287	EMPLOYEE SUGGESTION	PKG50
CA-35B	HEARLING LOSS CHECKLIST	PKG25
FSIS-14	PLASTIC BAGS FOR SAMPLING - 6" x 12"	PKG100
FSIS 1400-89	T & A ENVELOPE - (FIN PROC CTR, DES MOINES)	EA
FSIS 1411-2	CONSUMER COMPLAINT INFORMATION SHEET	EA
FSIS 4610-6	HOURS WORKED BY SCHEDULE A EMPLOYEES	EA
FSIS 4791-20	RECORD OF NOISE EXPOSURES	EA
FSIS 4791-21	FSIS OCCUPANT EMERGENCY PLAN	EA
FSIS 4791-22	NOTICE OF UNSAFE OR UNHEALTHFUL WORKING COND	EA
FSIS 4791-26	LOG OF REPORTED UNSAFE OR UNHEALTHFUL WORKING	EA
FSIS 4791-27	REPORT OF ALLEGED SAFETY OR HEALTH HAZARD	EA
FSIS 5110-1	SERVICES RENDERED - (comes in a book of 25 forms)	BOOK25
FSIS 5110-1T	SERVICES RENDERED (FOR PCBLCO)	BOOK25
FSIS-6000-13	CERTIF ANTE-MORTEM POST MORTEM DISP., TAG ANIMAL	EA
FSIS 6200-10	ANTE- & POST- MORTEM INSPECTION SUMMARY (CATTLE)	EA
FSIS 6200-11	ANTE- & POST-MORTEM INSP SUMMARY (SWINE)	EA
FSIS 6200-12	ANTE- & POST-MORTEM INSP SUMMARY (SHEEP & GOATS)	EA
FSIS 6200-13	ANTE- & POST-MORTEM INSP SUMMARY (EQUINE)	EA
FSIS 6200-14	DAILY DISPOSITION RECORD	EA
FSIS 6410-3	TRIPLE INSPECTION CUSTOM CHARTS	EA
FSIS 6410-7	TRIPLE INSPECTION WORKSHEET	EA
FSIS 6500-1	POULTRY QC FINISHED PROD STANDARD (PRECHILLED)	EA
FSIS 6500-1A	POULTRY FINISHED PRODUCT STANDARD	EA
FSIS 6500-2	PRE & POST CHILL-POULTRY QC FINISHED PRODUCT STANDARD (PRE OR POST-CHILL)	EA
FSIS 6500-3	POULTRY QC FINISHED PRODUCT STANDARD (POST-CHILL)	EA
FSIS 6501-1	ON LINE INSPECTION OF READY TO COOK POULTRY	EA
FSIS 6502-1	U.S. REJECTED-U.S. RETAINED TAG (GANGS OF 5)	EA
FSIS 6502-2	U.S. RETAINED TAG (SETS OF 4)	EA
FSIS 6510-1	STREAMLINED INSPECTION SYSTEM PRESENTATION LOG	EA
FSIS 6700-2	APPLIC & PERMIT TO OBTAIN SPECIMENS FROM OFF EST	EA
FSIS 6750-1	DAILY REPORT OF DENATURING AND TANKING	PD50
FSIS 7010-4	MEAT & POULTRY PROC OP & PROC PROD CONDEMNED	EA
FSIS-7227-1	PERMIT TO SHIP MEAT POULTRY LABELS BETW OFF EST	EA
FSIS-7240-1	NET WEIGHT REPORT	EA
FSIS 7350-1	REQ & NOTICE OF SHIPMENT OF MPI SEALED MEAT/PLTRY	PKG100
FSIS 8000-7A	COMPLIANCE PHOTOGRAPHIC REPORT	EA
FSIS 8000-7B	COMPLIANCE PHOTOGRAPHIC REPORT (35mm)	EA
FSIS-8080-4	VOLUNTARY DESTRUCTION OF HUMAN FOOD PRODUCT	EA
FSIS-8080-6	PERSONAL USE STATEMENT	EA
FSIS 8110-2	ESTABLISHMENT REVIEW & ASSESMENT REPORT	BOOK
FSIS 8110-3	IPPS INSPECTION SYSTEM REVIEW/RATING WORKSHEET	BOOK
FSIS 8140-1	NOTICE OF RECEIPT OF ADULTERATED OR MISBRANDED PRODUCT	EA
FSIS 8200-2	EVIDENCE	EA
FSIS 8600-1	WARNING! MEAT PRODUCT - DO NOT BREAK THIS SEAL	EA
FSIS 9060-5	EXPORT CERTIFICATES (Book of 25 certificates)	BOOK25
FSIS 9060-9	INEDIBLE PRODUCT EXPORT CERTIFICATE	EA
FORM NUMBER	DESCRIPTION	UNIT OF ISSUE

FSIS 9135-3A	CERT OF EXPORT OF MEAT & POULTRY-CANADA (CONT SHEET)	PKG100	
FSIS 9205-5	HEALTH CERT FOR IMPORT OF PROD OF ANIM ORIGIN	EA	
	INTENDED FOR PREPARATION OF PET FOOD		
FSIS 10000-2	LABORATORY REPORT	EA	
FSIS 10300-1	RECPT OF SAMPLE MEAT OR POULTRY FROM PRIV CITIZEN	EA	
FSIS 10300-2	PATHOLOGY SPECIMEN SUBMISSION	EA	
FSIS 10600-1	DOMESTIC CHEMICAL LAB ANALYSIS		EA
FSIS-11040-1	SANITATION REPORT	EA	
FSIS 11040-2	ACTION FORM	EA	